



Candidate Information Pack

Finance Manager

Scale 12 (SCP 37-40)

37 Hours per week

Our Organisation

We are the local district Council for the Borough of Hyndburn, in East Lancashire. Our main offices are in Accrington and we also cover the townships of Oswaldtwistle, Great Harwood, Clayton-le-Moors and Rishton. We provide a range of essential services such as refuse collection, environmental protection, maintaining parks and open spaces, Licensing, administering some key benefits and much more.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we look to progress our recently adopted corporate strategy. This focuses on sustainable growth in both housing and employment, as well as on our environment and climate change. We have an ambitious transformational agenda, as evidenced by our current Levelling Up programme which is regenerating our main town centre.

The Accountancy team provide support to other Council service areas, as well as undertaking Corporate Finance functions such as Treasury Management, Collection Fund accounting and preparation of the year end statement of accounts. Over recent years, the team has also provided financial and external funding expertise on Levelling Up Fund, UK Shared Prosperity Fund and National Heritage Lottery Fund schemes. These are part of a wider capital programme totalling just over £44million.

The team have recently gone through the successful implementation of the Civica Financials system and are now in the process of bringing into use other modules offered by the system.

Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive, friendly working culture and strive to recruit people whose values align to our own.

Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

The Role

You will work together with the Head of Finance to deliver an effective and professional finance service across the Council.

Responsible for the Accountancy section of the Finance team, you will undertake and oversee a range of activities including preparation of budgets, regular budget monitoring processes, the closure of accounts, liaising with the auditors and various ad hoc areas as required.

The Finance team have recently gone through a period of change, including the implementation of a new financial system and related processes, so this will be a dynamic role with the opportunity to help further develop the future of the team.

The full job description and person specification is included within this document, and includes the following as primary objectives:

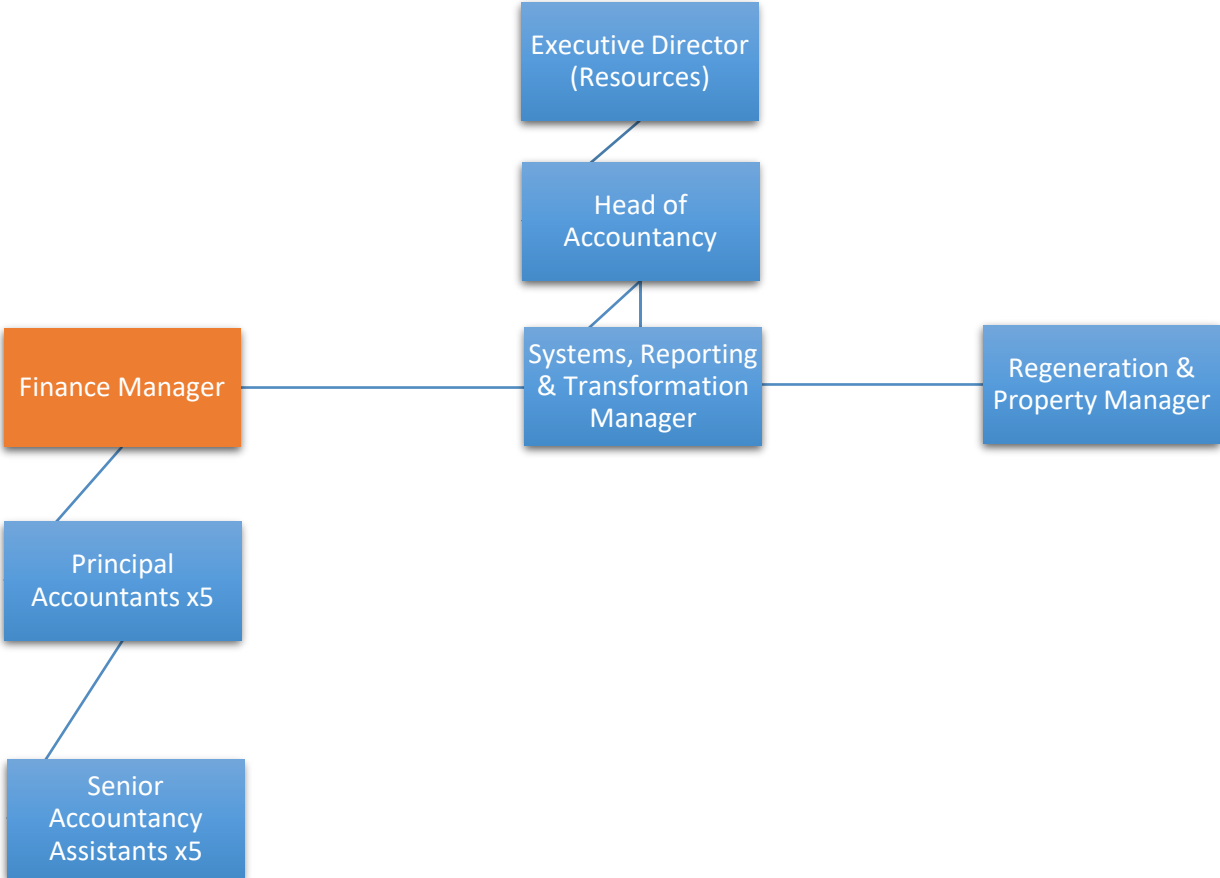
- Deputise for the Head of Finance
- Provide support and leadership to ensure the operation of a highly effective finance function.
- The management and motivating of the team, to ensure they deliver a high-quality professional service across the Council which is aligned to the Council's priorities and business needs.
- To effectively manage the organisation's Cash Flow Costs
- To produce timely and accurate monthly financial reporting information and future financial forecasts.
- Management of the preparation of capital and revenue budgets.
- To be the lead in the production of annual statement of accounts within the statutory deadlines.
- To review or produce business cases for major projects and investments.
- Lead on the implementation of a number of significant system improvements within Finance and contribute with others across the Council.
- Act as the Deputy Building Manager (in co-ordination with the Finance Systems Manager and Administration Manager)

Our ideal candidate will bring:

- Hold a CCAB/CIMA qualification or be working towards a CCAB/CIMA qualification with significant experience to demonstrate relevant knowledge.
- Have experience of working in a local government finance environment.
- Have experience in a range of financial activities.

If you have the right experience and can demonstrate that your skills and experience match these requirements, we would love to hear from you.

Staffing Structure



Your Salary and Benefits

Salary

- Grade 12 - £48,226 to £51,536
- Casual Car User Allowance

Hours of Work

37 hours, on a flexible working time system. This allows choice over working time between 7.30am and 6.30pm, subject to business needs. We pride ourselves on our approach to flexible working and are open to discussions around alternative working options. Please let us know if you have any personal preferences about flexible working arrangements during the recruitment process

Leave entitlement

Your leave allowance starts at 24 days, with an extra 2 days after working at Hyndburn for a year, as well as an extra 5 days when you have 5 years continuous local government service.

This is in addition to public holidays and a 3 day closure around Christmas / New Year period plus one additional day of leave to be taken on a set date around this period.

Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere e-learning platform.

Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities.

We offer a guaranteed interview to anyone with a disability who can show they meet the essential criteria - we'll ask you to indicate on the application form if this applies.

Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

How to Apply

Take a look at the job description and person specification. To apply for the role, please complete our application form via the Jobs section of our website:

[Working at the Council – Hyndburn Borough Council](#)

The form includes space for a supporting statement where you should explain how you meet the requirements listed on the job description and person specification. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience. This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think about what we need to know about you and what you'd bring to the role and our organisation.

Hyndburn Borough Council values honesty and integrity and expects all candidates to share these values. Please ensure that all the examples you use in support of your application are representative of your own experience. For more information, please see our [Guidance on using Artificial Intelligence in job applications](#).

Equality Monitoring Questions

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at recruit@hyndburnbc.gov.uk

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

Good luck!

Hyndburn Borough Council

Job Description

Job Title:	Finance Manager
Post No.:	FS172
Service:	Accountancy Services
Agreement:	NJC For Local Government Services
Range:	Scale 12 SCP 37 - 40
Other:	Casual Car User Allowance

Organisational Relationships:

Reports to:	Head of Finance
Supervises:	Qualified and Non-Qualified, Trainee Accountants and other staff within the Accountancy Team.
Coordinates with:	Other employees within the Authority. Also, representatives of external organisations and customers.
Customer Focus:	As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- Deputise for the Head of Finance
- Provide support and leadership to ensure the operation of a highly effective finance function.
- The management and motivation of the team, to ensure they deliver a high-quality professional service across the Council which is aligned to the Council's priorities and business needs.
- To effectively manage the organisation's Cash Flow Costs
- To produce timely and accurate monthly financial reporting information and future financial forecasts.
- Management of the preparation of capital and revenue budgets.
- Lead the production of annual statement of accounts within the statutory deadlines.
- To review or produce business cases for major projects and investments.
- Lead on the implementation of a number of significant system improvements within Finance and contribute with others across the Council.

- Act as the Deputy Building Manager (in co-ordination with the Finance Systems Manager and Administration Manager)

Main Duties & Responsibilities:

Cash Flow

1. Oversee the Council's cash flow to maximise the returns on investment income and reduce the cost of any short-term borrowing.

Month End Reporting

2. Assist in the management of the month end process, ensuring tasks are properly allocated and deadlines met.
3. Organise and improve the month end timetable to ensure the process is completed efficiently.
4. Produce and check monthly financial information to ensure the accounts are complete and all relevant data is incorporated in to correct reports for the Head of Finance and Service Managers.
5. Seek to improve the monthly financial information by liaison with Service Managers and the Head of Finance.
6. Report on specific areas of budgetary concern monitoring and meet with Heads of Service to ensure appropriate action is undertaken.

Statutory Reporting

7. Management of the year-end process, ensuring tasks are properly allocated and deadlines met.
8. Produce the Statement of Accounts in sufficient time to allow for managerial review in advance of the statutory deadline.
9. Organise and improve the year-end timetable to ensure the process is completed efficiently.
10. Produce and check year-end financial information to ensure the accounts are complete and compliant with the relevant codes of practice and financial accounting standards.
11. Preparation of final outturn reports for the Head of Finance and Service Managers.
12. Lead officer for liaison with the externally appointed Auditors for the annual audit of the published statement of Accounts.
13. Oversee the completion of all government & grant funding returns (including but not limited to: RO,RA,QRU,CPR,CO,CER.)
14. Oversee the Collection Fund Accounting, including the monthly monitoring, finalisation of the NNDR1 & 3 forms and year end accounting in accordance with technical accounting standards.
15. Oversight of the Annual Treasury Management and Capital Strategies.

Business Case

16. Assist in the production and review of business cases submitted to Finance.
17. Develop methodologies for the production of business cases to assist Service Managers determine the cost and return on investments.
18. Support Service Managers with regular accurate information to help develop their financial skills.

Deliver Improvements

19. Lead and manage on behalf of the Finance Team a number of major improvements to the Council's financial processes or business processes.
20. Lead or participate in a number of project teams from a business or financial perspective.
21. Develop service processes from a financial or business perspective to deliver efficient and effective service delivery.

Management of Staff

22. Instil a can-do attitude from all team members and support finance staff in offering solutions to Service Managers thereby helping to deliver Council priorities.
23. To question the status quo and support team members in new more efficient ways of working.
24. To undertake regular team meetings, including annual Personal Development Reviews.
25. To actively support, communicate and implement Council policies, including the management of sickness absence levels, performance and customer service levels within the Finance service.
26. To participate in development opportunities to ensure that all employees are employed to their full potential within budgetary constraints.
27. To deal with colleagues openly and respectfully at all times and support mutual respect within teams in line with the Council's values.

Other

28. To provide assistance/support to other areas of finance work as required.
29. To contribute to committee and management reports as requested by the Head of Finance.
30. To undertake duties as required by the Head of Finance Executive Director (resources / S151 officer).
31. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
32. To assess own performance against service plans and targets.
33. To maintain lateral co-operation between the Service's various divisions/sections, thereby maximising the Service's overall efficiency and effectiveness
34. To participate fully in all inter-departmental working groups/panels, etc. and co-operate fully to ensure that the authority's corporate objectives are achieved.
35. To oversee, and assist as required, with procurement of services managed within the team (e.g. Insurance, vehicle leasing, treasury management advice etc.)
36. To act as one of three Deputy Building Managers (in co-ordination with the Finance Systems Manager and Administration Manager) for Scaitcliffe House under direction from the Head of Finance

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

Person Specification

Job Title: Finance Manager			
Criteria are measured using 4 different sources: Application Form (A), Interview (I), Test (T), References (R), Proof (P)			
Job Criteria (Based on Job Description)	Essential	Desirable	Measured by
Qualifications: <ul style="list-style-type: none"> • Already achieved CCAB/CIMA qualification or working towards CCAB/CIMA qualification with significant experience to demonstrate relevant knowledge. • Membership of relevant accountancy body and evidence of CPD • Management Qualification (e.g. Diploma in Management Studies, ILM Qualification) 	✓ ✓	 ✓	A/P A/P A/P
Experience: <ul style="list-style-type: none"> • Experience of working in a local government financial environment • Experience of managing cash flow and reducing costs by effective management of payments and receipts • Experience of contributing to the production of the annual statement of accounts • Experience of managing, motivating and leading a team 	✓ ✓ ✓	 ✓	A/I A/I A/I A/I
Knowledge/Skills/Abilities: <ul style="list-style-type: none"> • Excellent interpersonal skills • Well-developed oral and written communication skills • Ability to provide clear advice on complex technical matters • Ability to manage workload to achieve results within tight deadlines • Ability to maintain high standards of working papers/documentation • Ability to interpret and apply relevant professional guidance • High level of ability in Microsoft Excel • High level of ability in the use of Civica Financial systems • A good understanding of managing projects within agreed timeframes and budget constraints • Ability to manage a range of activities and to work to competing deadlines 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓	A/I A/I A/I A/I A/I A/I A/I A/I A/I
Additional Requirements: <ul style="list-style-type: none"> • Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence). 	✓		R

<ul style="list-style-type: none"> • A commitment to customer care and equal opportunities and an understanding of how to put these into practice. • Commitment to the principles of local democracy. 	✓ ✓		A/I A/I
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Hyndburn
Borough Council

**Make
a
difference**

Work for your
local council

**Together, we're
building an
ambitious and
sustainable future
for Hyndburn**